



DEPARTMENT OF RECREATION, PARKS AND OPEN SPACE
DIVISION OF RECREATION AND HUMAN DEVELOPMENT

FACILITY USE APPLICATION (NOT A PERMIT)

501 BOUSH STREET
NORFOLK, VIRGINIA 23510
OFFICE: (757) 441-2400
FAX: (757) 441-5423

PLEASE SUBMIT THIS APPLICATION 14 BUSINESS DAYS PRIOR TO DATE REQUESTED.
ALL FEES MUST ACCOMPANY THE APPLICATION AT TIME OF REQUEST. MAKE CHECKS
OR MONEY ORDERS PAYABLE TO NORFOLK CITY TREASURER. NO CASH ACCEPTED.
AN INCOMPLETE APPLICATION WILL NOT BE PROCESSED. ALCOHOL IS PROHIBITED ON
CITY PROPERTY. NO REFUNDS. FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

FOR OFFICE USE ONLY:

Fee Attached _____
Paid (Receipt #) _____
Resident _____ Yes _____ No
Approved _____ Yes _____ No
Permit Number _____

Facility Requested _____ Activity _____

Days of Week _____ Date _____ Hours _____
(Use additional sheet if more than one day.) FROM TO

ESTIMATED NUMBER OF PARTICIPANTS/SPECTATORS _____ 0-39 _____ 40-199 _____ 200+

RESPONSIBLE PERSON (Must be on site during permit hrs.) Phone _____
PRINT NAME Work Home

ORGANIZATION (if applicable) _____

APPLICANT'S ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

AREA REQUESTED:

_____ Athletic Fields (be specific)	_____ Gym
_____ Multipurpose Room	_____ Pool
_____ Tennis Courts	_____ Outside Basketball Courts
_____ Picnic Shelter(s)	_____ Special Use of Park
_____ Barraud Park Amphitheater	_____ Auditorium

SPECIAL ACCOMMODATIONS:

Circle One

Are you requesting permission to erect a tent?	Yes	No
Are you requesting permission to vend food items?	Yes	No
Does your event have one of the following: Carnival/Pony Rides, Displays, Race, or Walk (may require insurance)?	Yes	No
Does your event require portable toilet facilities (applicant responsibility)? (Delivery, pick-up, and payment of portable toilet are the responsibility of applicant.)	Yes	No
Does your event require dumpsters? (Delivery, pick-up, and payment of dumpster are the responsibility of applicant.)	Yes	No
Are you requesting an ABC License? (Delivery, set-up/pick-up, and payment of fencing are the responsibility of applicant.)	Yes	No

DESCRIBE SECURITY TO BE PROVIDED BY APPLICANT (attach security contract and insurance certificate upon request)

THE PERSON(S) TO WHOM A PERMIT IS ISSUED SHALL BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY SUSTAINED BY ANY PERSON BY REASON OF THE NEGLIGENCE OF THE PERSON OR PERSONS TO WHOM SUCH A PERMIT SHALL HAVE BEEN ISSUED. THE DIRECTOR MAY REQUIRE SUCH PUBLIC LIABILITY INSURANCE AS HE DEEMS TO BE IN THE BEST INTEREST OF THE CITY.

APPLICANT'S NAME (PLEASE PRINT) _____ DATE _____

APPLICANT'S SIGNATURE _____

SUPERVISOR APPROVAL LEVEL 1 _____ DATE _____

SUPERVISOR APPROVAL LEVEL 2 _____ DATE _____

ASSISTANT DIRECTOR APPROVAL LEVEL 3 _____ DATE _____

NOTE: The City of Norfolk does not provide electricity. Parks are monitored on a regular basis. Any discrepancy between this application and the actual event will be cause for future denial of park use, and additional fees will be assessed.

SEE REVERSE SIDE FOR MULTI-USE OF FIELDS

Name of Field Dates _____ From _____ To _____
Circle: M T W Th Fri Sat Sun

Name of Field Dates _____ From _____ To _____
Circle: M T W Th Fri Sat Sun

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Circle: M T W Th Fri Sat Sun

APPEAL PROCESS

Within seven (7) days after receipt of an application, the Director shall apprise an applicant, in writing, of his reasons for refusing a permit, and any aggrieved person shall have the right to appeal, in writing, within seven (7) days to the City Manager who shall consider the application under standards set forth in Section 32-4.30 hereof and sustain, modify, or reverse the Director's decision within seven (7) days. The decision of the City Manager shall be final.